

LAFAYETTE MANOR COMMITTEE MEETING

Tuesday, January 27, 2015

Meeting Time: 5:00 PM

Attending Committee Members & Manor Meeting Staff

Dave Halloran, Chairman
Zeke Garthwaite
Gerald Heimann
Jack Sauer
Vicki Whitford – Excused
Kenny Taylor – Lay Member

Julie Chikowski, ADM
Peggy Rolli, A. ADM
Judy Gobeli, DON - *Excused*
Shelley Lange, HRC
Barb Johnson, DF
Nicola Maurer, FD

Call to Order -

The Lafayette Manor Committee Meeting was called to order at 6:00 p.m. by Dave Halloran, Chair. All Committee members were present with the exception of Lay Member, Vicki Whitford, who was excused.

Posting -

Shelley Lange reported that the meeting agenda was posted at the Court House, Memorial Hospital, Lafayette Manor, submitted to the County Clerk's Office for posting on the County website (along with the not yet approved minutes), and submitted to the R.J.

Minutes -

A motion was made by Zeke Garthwaite, and seconded by Jack Sauer, to approve the December 22, 2014 meeting minutes, as written. The motion carried unanimously.

Approval of Agenda -

A motion was made by Jack Sauer, and seconded by Gerald Heimann, to approve the January 27, 2015 agenda, with the following adjustments: Public Comment would be followed by the Auxiliary Report; followed by OT & Staffing; to be followed by the Parking Lot Lighting Update. The motion carried unanimously.

Public Comment -

There was no public in attendance.

Auxiliary Report –

Manor Auxiliary President, Mary Knellwolf, reported that while the Auxiliary had determined the proposed Parking Lot Lighting project to be a very worthwhile project with respect to everyone's overall safety and wellbeing; they looked at the project as being more of a building/structural maintenance project to be funded by the County as opposed to a resident enhancement project focusing solely on the wellbeing of the residents. As such, the Manor Auxiliary decided not to fund the project, and focus on more direct resident care items such as a Vital Sign Machine, Defibrillation Machine, and Hoyer Lifts, to name a few of the items under consideration.

Dave Halloran thanked Mary Knellwolf and the Auxiliary, for their time and consideration of the proposed lighting project. Julie Chikowski also thanked Mary Knellwolf and the Auxiliary for all the work they do for the facility and the residents; but expressed her disappointment in the Auxiliary's decision not to fund the much needed parking lot lighting project.

OT & Staffing

Julie Chikowski asked for the Manor Committee's consideration of a wage increase for Manor Maintenance / Environmental Services Supervisor, Jim Lange. Julie Chikowski stated that Jim Lange has worked for Lafayette Manor for over 24 years and provides the following services in that capacity: Supervisory/Staff Management for two departments; Fire Safety Officer; Processing of State and Federal Inspection Records; and MSDS Record Management. Julie Chikowski reported that Jim Lange goes above and beyond basic building and grounds maintenance, as he has the ability and know how to perform elevator and boiler maintenance, fix residents lifts, scales, and other medical equipment, along with office and kitchen equipment; all of which the facility would be paying out of pocket for service or replacement costs without his expertise. Julie Chikowski stated that Jim Lange currently makes \$19.39 compared to Memorial Hospitals Maintenance-Environmental Services Supervisor, Jim Pahnke's \$19.64 hourly rate. It was noted that both supervisory employees also assume on-call duties.

When asked what type of raise he was seeking: Jim Lange stated that his request stems from Hospital Maintenance/ Environmental Supervisor, Jim Pahnke, with an employment date of less than 5 years, and who has very similar job duties and responsibilities; making more per hour than he does after serving Lafayette Manor for more than 24 years of continuous service. Jim Lange stated that he just wanted fair compensation reflecting his years of service, job duties and performance.

A motion was made by Kenny Taylor, and seconded by Jack Sauer; to approve a \$1.25 per hour increase for Manor Maintenance-Environmental Services Supervisor, Jim Lange; for submission to the Lafayette County HR Committee at their February meeting. The motion carried unanimously.

Shelley Lange presented the following Year-End Overtime information.

- At \$ 2955.29 the December 2014 OT Shows a Decrease of 81.75 Hours and \$1,406.08 from November 2014
- Total OT for 2014 at \$50,183.7 when compared to the Total OT for 2013 at \$58,986.42: showed a decrease of \$ 8,802.66.
- YTD OT Savings from the unpaid hours of Salaried Employees totaled \$ 7,221.99 for 2014
 - Director of Nursing: \$ 6,237.38
 - HR Coordinator: \$ 926.45
 - Assistant Admin: \$ 58.16

Julie Chikowski stated that there may be a rise in OT hours for the month of January; due to a gastrointestinal outbreak which went through our employee population that month.

Parking Lot Lighting

Julie Chikowski stated that given the facilities financial status, she was really disappointed that the Manor Auxiliary chose not to provide the funding for the much needed parking lot lighting. Gerald Heimann stated that he felt the Committee should go ahead with the proposed lighting project for the safety of resident family members, visitors, and staff. Nicola Maurer stated that given the Manor's YTD levy use is at \$515,638; she cautioned against any unnecessary spending, but qualified that statement by adding if it is a safety issue, that too needed to be taken into consideration.

Jim Lange stated that with the current lights being over 50 years old, and providing notably poor coverage, they really should be replaced. Barbara Johnson noted that while the insurance carrier checked to make sure there were adequate lighting fixtures in both parking areas; if it had been dark at the time, she doubted if we would have been able to renew coverage until additional / more adequate lighting had been installed. Jim Lange noted that in checking into the cost of new light fixtures, the bid which Dave BLaser submitted was lower than what Jim could find fixtures, without installation costs. Jim Lange stated that the bid, which would provide all the material and labor for both front and back parking lots, included the following:

- 4 LED Parking Lot Flood Lights
- 4 LED Sidewalk and Area Flood Lights
- 2 – 2 Fixture Bull Horn Brackets
- 8 – 120 Photo Eyes
- 4 – 1 Fixture Pole Adaptors

Jim Lange reported that a visitor fell in the parking lot the previous week, but that it was due to the breaking up of the cement around the sunroom, which will also need to be replaced in the near future. Jim Lange added that that may be able to do the labor for that project himself.

A motion was made by Jack Sauer, and seconded by Gerald Heimann, to approve the proposed bid from Blaser Electric, as submitted in the amount of \$3,500.00 which includes the replacement of the lighting fixtures in the front and back parking lot areas. The motion carried unanimously. Jim Lange will contact Dave Blaser to schedule the work.

Lafayette Manor Financial Notes – Report Submitted by Barb Johnson

Revenue and Expense Analysis:

- Total Net Revenue for the month of December, 2014 was \$384,796. YTD Net Revenue being \$4,373,378.
- For the month of December, 2014 the total expenses are \$412,744. YTD Expenses are \$4,889,016.
- Departments over their expense budget include: patient services staff, occupational therapy, physical therapy, activities, operations/maintenance, housekeeping, laundry/linen, office, administration, central supply, committee member, and depreciation.
- Explanation for departments over YTD budget. Budget for 2014 was based on 2013 YTD resident census of 51.
 - Patient services staff – RN's and LPN's are over in wages & fringes due to training and turnover.
 - Occupational and physical therapy – over due to resident increase.
 - Operations/maintenance – over in wages due to premium and overtime pay.
 - Housekeeping – fringes are up mostly in health insurance, family plan vs. single plan.
 - Laundry/linen - Superior Health Linen contract not being in the budget expense. This expense for the year is estimated at \$65,000.
 - Office – hospital staff time not calculated in 2014 budget. Auditing fees.
 - Administration – item missing from budget – purchase of ECS software, \$24,000 – this was paid for throughout 2014.
 - Central Supply – resident increase.
 - Depreciation – purchases of truck and washing machine at the end of 2013 were not included in the 2014 depreciation calculation.
- \$9,645 was reallocated back to Lafayette Manor due to the Manor being assigned too large a portion of the Baker, Tilly fees.
- There were no fines or penalties paid out in 2014.
- Monthly Net Income is at a loss of \$27,948. YTD levy used is \$515,638.

Dave Halloran questioned if Barb Johnson had a guess as to the amount of 2014 expenses which still needed to be submitted. Barb Johnson stated that there may be an additional \$5,000 - \$10,000 in therapy yet to be expensed.

Swingbed Statistics:

- Hospital admitted Swingbed days related to the Manor for December was 0.
- Year to date total days are 53 days giving the hospital approximately \$85,551.58 in revenue year to date. The Nursing home would have received approximately \$450/day revenue for those residents, which equates to an approximate \$23,850 in lost revenue to the Nursing Home year to date. The YTD Swingbed revenue transfer from the hospital is \$42,775.79, which will bring our YTD levy use to \$515,638.

The hospital payment to the manor for rent for December is \$1,440.00; YTD rent for the business office residing at the manor is \$17,280.00.

Wages & Fringes:

- YTD wages are currently showing over budget by \$84,567, and YTD benefits are showing over budget by \$46,874, with net over budget of \$131,441.
- Administration and Department Managers continue to analyze appropriate staffing levels.

A/R Aging:

- The total Accounts Receivable as of December 31, 2014 is \$297,380.47.

Audit of Bills –

Barb Johnson went over some of the submitted bills, which included:

Aegis Therapies at \$19,909.72; Alliant Utilities at \$8,052.29; Memorial Hospital at \$1,931.93 (Medicare A Services); Nature's Gifts at \$50.00 (Ann Reichling – Retirement Gift); Plumbmaster at \$454.53 (Faucet Repair); Roeschens Omnicare at \$8,246.50 (Pharmacy); Shopping News at \$361.23 (Help Wanted Ads); Southwest WI Staffing at \$4,320.00 (Agency LPN Services); Specialized Medical Services \$243.75 (Mary Peterson-Contracted Billing Specialist); Upland Hills at \$1,142.88 (Contracted Dietitian Services); Waste Management at \$533.28; and WI Department of Health at \$10,880.00 (Licensed Bed Assessment).

Utilization Report –

Julie Chikowski gave the following admission and pay source information for December 2014:

December 31, 2014 Admission / Discharge Report	
Total Admissions	7
Total Discharges	4
Charges Report	
Pay Source: Medicare Part A	10
Medical Assistance	34
Private Pay	12
Average Daily Census	52

The census as of December 31, 2014 was 52 Residents in house.

Julie Chikowski reported that Lafayette Manor observed isolation procedures from January 9th through January 23rd due to an Influenza A outbreak. She noted that five (5) residents tested positive. During that time, the Department of Health was called; Tamiflu was given to all residents and made available to any staff members who elected to take the medication; and residents were kept in their rooms for the required 48 hours after their temperature had returned to normal. Julie Chikowski stated that all of the residents made a full recovery; and that all the residents, staff, family members, other visitors and physicians were very cooperative in following all set protocols during the outbreak. It was noted that the Manor facility had 100% compliance in the administration of the flu shot for both residents and staff for the 2015 flu season.

Management Report –

Billing and Scheduling

Julie Chikowski reported that in the effort to reduce facility expenses, Lisa Black is now training to take over additional billing duties for the facility; along with her materials management/purchasing duties. Julie Chikowski noted that the Manor would realize a significant savings if it no longer had to pay the hospital for Medicare billing and for processing the accounts receivables; plus it would create a better efficiency within the facility, providing necessary back-up for positions which previously had none. The transition for Stacey Seffrood do the RN, LPN, and CNA scheduling duties is going very smoothly.

Laundry Report –

Julie Chikowski stated that she planned to put the facilities contracted laundry service out for bids.

Marketing Report

Peggy Rolli stated that the following photos have been submitted to the Republican Journal:

- Christmas Eve and Christmas Day music by Mary Knellwolf for residents.
- New Year's Eve Party, with music by Frankie Brandt and Russ Wilson.
- Jim Leahy, Lafayette Manor's oldest resident at 105 years old.
- The Manor Auxiliary Love Lights project with hearts sold at \$3.00 in honor or memory of someone has 2 upcoming ads which will be featured.
- The "Around Lafayette Manor" featured employee for the month is Diane Boyle. Diane Boyle has been employed by Lafayette Manor for the past 27 years. Diane who primarily works as a Dietary Assistant, also works one day per week as an Activity Assistant, and does Swing Bed assessments at the hospital.

Personnel / Payroll Report – Presented by Shelley Lange

Family Medical Leaves

- PT/PM – RN - Covered Under ADA Accommodation
- FT/Day – RN - Covered Under ADA Accommodation
- PT/NOC – RN – Intermittent FMLA Leave: August 1, 2014 – January 17, 2015
 - Extension: January 18, 2014 – May 29, 2015
 - Serious Health Condition of Spouse

New Hire / Status Change/Staffing Information –

Michelle Wehnke	RN	PT/Days	Resigned: 1/08/2015	Hire Date: 6/16/2011
Harley Halvorson	CNA	FT/NOC	Rehire: 1/20/2015	1 st Hire: 11/2/10-9/23/11 HS Student
Kathy Dolphin	RN	PT/PM	New Hire: 1/21/2015	
Lisa Wood	CNA	PT/PM	New Hire: 1/22/2015	

Agency LPN staff continues to work 6-8 shifts per pay period at a reduced rate.

Employees with Over 960 Hours OT –

- Nine Employees Qualified for the Over 960 Sick Hour Payment for a Total Payment of \$6,086.31.

Workman's Compensation January 1, 2015 – January 27, 2015

- 1 – First Report of Injury - No Reportable Time Off

83 Total Employees: 68 Regularly Scheduled, plus 15 HS/College Students who work Weekends/ Holidays and/or Summers only.

Agenda Items for Next Meeting –

The following agenda items were suggested for the upcoming meeting:

1. Laundry Update

Date of the Next Meeting –

The next Manor Committee meeting is scheduled for:

**Tuesday, February 24, 2015
5:00 PM MEETING**

**LOCATION:
Lafayette Manor – 1st Floor West Meeting Area**

Adjournment

On a motion made by Jack Sauer, and seconded by Zeke Garthwaite, the meeting of the Lafayette Manor Committee was adjourned.

Respectfully submitted by,

Shelley Lange

Shelley Lange, HRC

SL/sj